

U.S. Fish and Wildlife Service

QUARTERLY DIVERSITY ACCOMPLISHMENT REPORT FORM



Region/Program: Mountain-Prairie (6)

3rd Quarter, Fiscal Year 2005

Report Guidelines

Part I. Recruitment Activities

A. Minorities in Higher Education Institutions

DATE	PROGRAM ACTIVITY	UNIVERSITY/ COLLEGE**	CATEGORY ***	AWARDS TO UNIVERSITIES/ COLLEGE	STAFF HOURS/ SALARIES	COST
Comments:						

B. Disabled Recruitment Initiatives

The DCR Office continues to attend the quarterly Cerebral Palsy (CP) of Colorado, Employment Works, Business Advisory Council (BAC) meetings. The April meeting consisted of examining FY 2005 projected economic indicators for the Denver metro area per ethnicity and disability percentages. The roundtable updates/discussion focused on individual member organizational employment vacancies as opposed to the numbers of persons with disabilities currently employment ready. Discussion also centered on the proposed CP website that is expected to be a comprehensive informational source for many disability issues pertinent to prospective employers.

A DCR staff member attends the Community College of Denver, Recognizing Ongoing Opportunities Through Success (ROOTS) Program, quarterly BAC meetings. A progress report on student availability for internships and job shadows was the focus of the May meeting. The majority of the ROOTS students are eligible for the Schedule A hiring authority and several students have participated in our volunteer work experience program. Another session of mock interviews with students will be scheduled for next quarter. A DCR staff member will, again, be a member of the interviewing team.

A DCR staff member is currently serving as the Chair of the Disability Workgroup designed to develop and implement a service-wide model to facilitate full use of the Schedule A hiring authority to increase the employment of persons having severe disabilities. The group has developed a list of "best practices" to accomplish this and has developed draft vacancy announcement language in support of the objectives. The next steps are to develop additional recommendations to further the effectiveness of the Service's disability program.

The DCR Chief and a staff member were invited and attended a Colorado Business Leadership Network (BLN) awards banquet in recognition of the efforts of Region 6 to provide training and promote policies that are resulting in the increased hiring of persons with disabilities. Region 6 received an "Honorary Mention."

Resumes

A total of three resumes from individuals with targeted disabilities were received this quarter from Colorado Division of Vocational Rehabilitation (DVR), the Mayor's Office of Workforce Development, and directly from an individual applicant.

Partnerships

Mosby Employment Services, L.L.C. has partnered with the DCR Office to provide resumes of qualified persons with disabilities as potential Schedule A eligible applicants to refer to open vacancies. A DCR staff member provided a sample resume, the EEOC disability codes, information on the volunteer work experience program, and provided feedback on the resumes of two persons with targeted disabilities.

Interviews

A DCR staff member continues to work one-on-one with job applicants who have disabilities and with employment counselors, job developers, Consumer Navigators, and State Vocational Rehabilitation counselors to evaluate/develop resumes adequate for Federal employment, to explain targeted v. non-targeted disabilities and the hiring authority for applicants with status (targeted disabilities) and to discuss the work experience program. This quarter, several specific issues concerning persons with severe disabilities were problem solved and resolved.

This quarter, a DCR staff member conducted a phone interview with an applicant, with a targeted disability, from Mississippi and a separate one with his DVR Counselor. The applicant has applied to over 100 open positions (several with the Service in Regions 1 and 2). The DCR staff member provided feedback/education on his resume and on the difference between DEU and Merit job announcements and the Schedule A hiring authority, sent the EEOC disability codes and a sample of a Vocational Rehabilitation certification letter, and advised on limiting disclosure of his hidden disability in the initial contact stages.

A DCR staff member met with a job applicant who has a targeted disability, and his employment counselor, to review his resume and make recommendations on methods to fully describe his education and experience to increase his employment opportunities.

Placements

This quarter there were no new volunteer work experience placements for persons with targeted disabilities in the Regional Office. However, many persons Schedule A eligible are actively seeking placements.

Two persons with targeted disabilities were hired this quarter. The first was a wage grade position facilitated directly by the DCR office, and the second was a Biological Science Aid hired through the Conservation Applicant Referral and Evaluation System (CARES). Both employees are located at field stations.

C. Other Recruitment Activities

On a weekly basis, a DCR staff member e-mails notification of Region 6 and 9 job openings to about 170 different advocacy organizations, colleges and universities, state employment offices, military organizations, and individuals. A summary of the job opening is provided with a link to the OPM web site. Also, provided is the Region 6 job line and a TTY number.

A DCR staff member searches USAJOBS weekly for merit openings and sends the announcements to the Employer Assistance Referral Network (EARN), a recruitment program funded by the Office of Disability Employment Policy of the Department of Labor. DEU and CARES vacancies are also sent. EARN searches for applicant matches with targeted disabilities who are eligible for Schedule A hires. This quarter, seven applicants have applied for positions based on EARN referrals, but none were selected. Job vacancies are also sent to Colorado DVR counselors, Veterans Affairs (VA) employment specialists, and directly to individuals with targeted disabilities who have sent their resumes to a DCR staff member.

Seasonal Recruitment Activities

The Region seasonal employment opportunities included Department of the Interior (DOI) Fire Range Aid (Firefighter) and Range Technician (Firefighter), GS-455-02/05; Biological Science Technician (Fisheries), (General), (Wildlife), GS-404-02/05; and Biological Science Aid, GS-404-02/03. All of the positions were posted on USAJOBS and included in the weekly e-mail notification done by the DCR office. Also, recruitment flyers were prepared by the program areas. The application process was via CARES. The DCR office e-mailed each selecting official the series under-representation and that they must complete a post recruitment checklist and include any outreach done by their field station. There were 110 selections and that included 34 white females, four minorities, and four persons with disabilities.

Part II. Outreach and Educational Programs

The DCR office sponsored a “One Book, One Denver,” reading group of *Caramelo* by Sandra Cisneros.

DATE	PROGRAM/ACTIVITY	COST
Comments:		

Part III. Retention and Career Development Activities

A. Career Development Activities

B. Mentoring and Coaching Programs

The DCR Chief continues as a mentor in the Region's Mentoring Program and meets with the protégés on a regular basis.

C. Family/Work Life Initiatives

April 14, 2005 - A DCR staff member attended the DOI Book Forum. The guest author was Walter Updegrave and featured was his book, "We're Not in Kansas Anymore." The forums are designed to help government employees broaden their knowledge of leadership, finances, and quality of life issues.

June 11, 2005 - The Region was involved in the multi-agency "Take-A-Family Fishing" event. The activity was held during Colorado's National Fishing and Booking Week and provided information on responsible fishing skills and the importance of taking care of our aquatic resources.

Part IV. EEO/Diversity Training and Events

Date	Course Title	Objectives	Number of Participants		Hours	Trainer	Cost
			Employees	Managers/ Supervisors			
04/18 – 22/05	DCR Workshop	To attend the FWS/DCR Workshop	1	1	40	FWS	\$2684.37
04/27/05	Reasonable Accommodation Workshop	How to engage the interactive process	1	0	2	EEOC	\$0
05/02 – 06/05	DOI Mandatory EEO Counselors Training	To re-certify EEO counselor certification	1	0	40	DOI	\$375
05/04/05	Best Practices for Employment of People with Disabilities	Web cast to learn best practices that could be translated to the federal sector	1	0	1.5	EEOC	\$0
05/11/05	American Indians and Natural Resources Management: The Law and Practice	To learn more about American Indian Laws	1	0	8	Professor Raymond Cross	\$0
05/18/05	MGS Briefing	To learn about Monster Job Postings and the	2	1	2	MGS	\$0
5/18/05	EEO Counselor	Counselor	1		8	EEOC	\$210.00

	Refresher Training	refresher training					
5/19/05	Accommodating Federal Employees with Mental Disabilities	Study case law to illustrate the differing aspects of accommodation issues dealing with mental disabilities	1	1	1.5	BLM	\$0
05/24/05	A Business of Writing	DOI University	1	0	16	DOI University	\$195.00
Month of May 2005	Asian Pacific Islander Month and Older American Month	Display case was filled with information and posters	All	All		DCR	\$65.99
06/07/05	EEO Training for Managers and Supervisors	EEO Training in Spearfish, SD	0	5	4	DCR Staff	\$1,338.00
06/09/05	EEO Training for Managers and Supervisors	EEO Training in Bismark, ND	0	34	4	DCR Staff	\$1,338.00
06/14 - 16/05	Race: The Power of an Illusion (Supervisory Training)	The training was a 3 day session that focused on race from a genetic, biological, and cultural point of view and the history in racism in America	0	16	5	DCR Staff	\$0
06/14-16/05	Supervisory Training	Training for new supervisors	0	16	24	FWS/EAP Staff	\$0
06/16/05	Emergency Evac Training	Emergency Evac Training	6	12	1.5	BOR	\$0
Month of June 2005	Gay and Lesbian Month	Display case was filled with information, posters, and bookmarks	All	All		DCR	\$68.99
Comments:							

Part V. Management Accountability/Noteworthy Activities

The DCR Chief and staff continue briefings with the Regional Director on the status of overall program. This included complaints processing, the Student Educational Employment Program (SEEP), seasonal employment, Management Directive 715, and action items. A briefing was held on June 1, 2005. In addition, the DCR office attended the Fisheries Administrative staff workshop and provided information on EEO policies, workforce profiles, and training requirements. The workshop was held on May 11, 2005.

The DCR office continues as an active member of the DOI Diversity Coalition-West and attended meeting in April and May, 2005. The Coalition continues to design a workshop on how to apply for a Federal position. This workshop on the application process/resume building will serve as a recruitment opportunity with minority colleges and universities and other organizations in the Denver metro area.

A DCR staff member arranged for a full time student summer intern placement at the Region 9 Eagle Repository, for an individual with a disability who is involved with the High School/High Tech program. The internship began on June 16 and runs through August 30. It is being fully funded by BLN who coordinates the High School/High Tech program.

The Region's Alternative Dispute Resolution (ADR) program continues to be coordinated by a DCR staff member. Activities this quarter included: briefings to management on the status of ongoing resolution agreements; consultation/discussions with the involved employees; and discussions/recommendations on conflict issues as individual employees seek assistance.

A DCR staff member continues to advise Region 6 and 9 management and employees in the area of reasonable accommodations for employees with disabilities. Several requests for assistive technology, software and training have been made to the Computer/Electronic Accommodations Program (CAP). To date, all have been approved by CAP.

A DCR staff member continues to work with the Safety Office, managers, supervisors, and employees with disabilities to implement individual emergency plans. The form is included in the new employee packet and each new hire is expected to complete the evacuation assistance form to indicate whether s/he needs an individualized evacuation plan.

The Disability Program Manager continues to utilize the Human Factors Consultants with the Job Accommodation Network (JAN) in exploring accommodation ideas for individual unique disability situations. This resource and the expert advice received is valuable asset to the disability program.

April 5, 2005 – the DCR office re-issued an updated the EEO staff poster to all offices in Region 6 and Region 9 (located in Region 6). The March 2005 poster replaced all previous editions.

April 13, 2005 – A follow up clarification on recommendations from a memo dated March 10, 2005, was requested from the Nebraska Game and Park Commission. The Chief of DCR and EEO Specialist placed a telephonic meeting along with an informational e-mail to answer questions from the Commission.

May 2005 a DCR staff member, and a neutral from USGS, successfully mediated a CORE Resolution Agreement between NPS employees. In
The Disability Program Manager continues to meet with and advise management officials, employees with disabilities, and HR/ER staff on reasonable accommodation policy and issues as difficult situations occurs. Such issues as whether to seek medical documentation, identifying functional limitations and essential job duties, using leave as an accommodation, and how to separate disability issues from performance problems were addressed this quarter.

For the third year, the DCR office coordinated the Regional Office involvement in the Denver's Safe City Office Youth Employment Program. On May 13, 2005, two FWS employees attended an employer training session that was hosted by the Denver City Mayors Youth Employment Program. The main focus of the meeting was to go over the program, expectations, requirements, and payroll procedures. In FY 2005 Region 6 placed five minority students within the Regional Office.

Part VI. Special Emphasis and Student Employment Program Managers and/or Coordinators

A. Special Emphasis Program (Federal Women's, Hispanic, and Disabled)

April 26, 2005 – A DCR staff member attend the Federal Employed Women's (FEW) meeting. This main focus of the meeting was to establish a new chapter and an overview of FEW mission, and the benefits of becoming a member. A DCR staff member joined the newly formed chapter.

May 18-19, 2005 – Many Regional employees attended the DFEB's Federal Women Program, "Improving America Through Public Service" a two-day professional development seminar. The keynote speaker was Dr. Madeleine Albright, Former U.S. Secretary of State.

June 1, 2005 – The DCR Chief attend the FEW meeting. The speaker was Ms. Carrolle A. Rushford, the main focus of the presentation was positive thinking, attitude, how to handle stress, and to stay motivated.

June 9, 2005 - The Region hosted the DFEB's Hispanic Employment Program Manager meeting. Rocky Mountain PBS previewed "La Raza de Colorado." The program aired in late June 2005 and covers the "La Historia" (the history) of Hispanics in Colorado and the Southwest from the 1500's to 1940.

June 21, 2005 – A DCR office coordinated the Diversity Day Planning Committee which consist of management and employees from Refuges, Fisheries, Ecological Services, and DCR. The focus of the meeting was to talk about the planning of FWS 4th Annual Diversity Day. Meetings are held weekly until the event that is scheduled for September 21, 2005.

June 28, 2005 – A DCR staff member attend the FEW meeting. The speaker was Ms. Marzy Bedford-Billinghurst, from the Women's Bureau. The main focus was about women's rights and benefits, and comparing benefits for government workers and non-government workers.

B. Student Educational Employment Program (SCEP and STEP)

Intern

June 15, 2005, Fisheries placed a Black female student as a Bull Trout Ranger, from the Environmental Careers Organization. The student who is attending college in Scotland is working 40 hours a week for approximately 12 weeks at the Creston Fish & Wildlife Center in Kalispell, Montana. An overview of the work environment is below:

The student is working at Swan Lake (2,680 acres located 10 miles from Creston NFH), is Montana's premiere bull trout fishery. The State of Montana has continued an angling program for the Endangered Species Act (ESA) listed bull trout, in recognition of the robust status of the population. However, in the past five years there has been growing concern about the future of this unique fishery due to the increasing presence of non-native lake trout.

She is patrolling the Swan Lake basin, making angler and landowner contacts with two objectives. First, to provide educational packets to people about the presence of non-native lake trout, how to identify them, what the risks are, with the ultimate goal of generating a base of support for "saving" bull trout in the basin. The second objective is to gather information about current angler catches of bull trout and lake trout (a mini creel survey), uncover historical information, and assess angler attitudes.

She is also assisting in designing the program and informational packets on a short turn-around time frame and will provide a summary report of their activities at the end of the season. In addition the student is being incorporated into other activities of the project advisor, including helping to organize a technical scientific meeting in early September, accompanying a survey crew on at least one lake survey trip in Glacier National Park. The intern will benefit by receiving important exposure to the fishery program, ESA activities, and the importance of a strong information and education outreach effort.

SCEP

April 3, 2005 - Refuges converted a Hispanic female from a SCEP, Student Trainee, GS-0499-05, to a (Term) Biological Science Technician, GS-404-05. The student was scheduled to enroll into Graduate School and move from the Ecological Services to the Refuges Program and stay in the SCEP. The student was unable to enroll in Graduate School due to circumstances outside of her control and was converted in Term position. Once the student is able to enroll in a Graduate program Refuges will explore options of bringing her back into the SCEP (budget permitting).

May 29, 2005 - Fisheries converted a SCEP, Student Trainee, GS-0499-04 from an undergrad appointment to a Graduate level appointment.

STEP

May 15, 2005 - Refuges appointed a White female as a STEP, Biological Science Aid, GS-0404-03.

May 15, 2005 - Refuges appointed a White female as a STEP, Range Aid, GS-0455-02.

May 23, 2005 - Refuges appointed a White female as a STEP, Biological Science Aid, GS-0404-03.

May 29, 2005 - Refuges appointed a Black male as a STEP, Biological Science Aid, GS-0404-03.

May 31, 2005 - Refuges appointed a White female as a STEP, Biological Science Aid, GS-0404-02.

May 31, 2005 - Budget & Administration appointed a Hispanic female as a Office Automation Clerk, GS-0326-03.

June 7, 2005 - Refuges appointed a White female as a STEP, Biological Science Aid, GS-0404-03.

June 18, 2005 - Refuges appointed a Black male as a STEP, Assistant Park Ranger, GS-0025-02.